



Foreign Affairs Manual

7 FAM – Consular Affairs

Change Transmittal: CON-344

Date: November 9, 2010

7 FAM 040 SMART TRAVELER ENROLLMENT OF U.S. CITIZENS

1. **Changes:** This CT updates 7 FAM 040. "Internet Based Registration Service (IBRS)" was changed to "Smart Traveler Enrollment Program (STEP)" throughout the document. The change to STEP necessitated numerous changes throughout this subchapter.
2. **Change Transmittal** has replaced the term, **Transmittal Letter**. Change transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Later revisions will appear in *italic* and *dark magenta*. Italic and *dark magenta* provide a historical record of changes. New or substantially revised subchapters will not appear in italic and *dark magenta*.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard the old 7 FAM 040 (CT:CON-279; 01-27-2009) and replace with revised 7 FAM 040 (CT:CON-344, 11-09-2010).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for the appropriate CT, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version

can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(CA/OCS/PRI)